CITY OF SAN ANTONIO
TRANSPORTATION & CAPITAL IMPROVEMENTS

# COSA PRIME*Link* Vendor User Guide

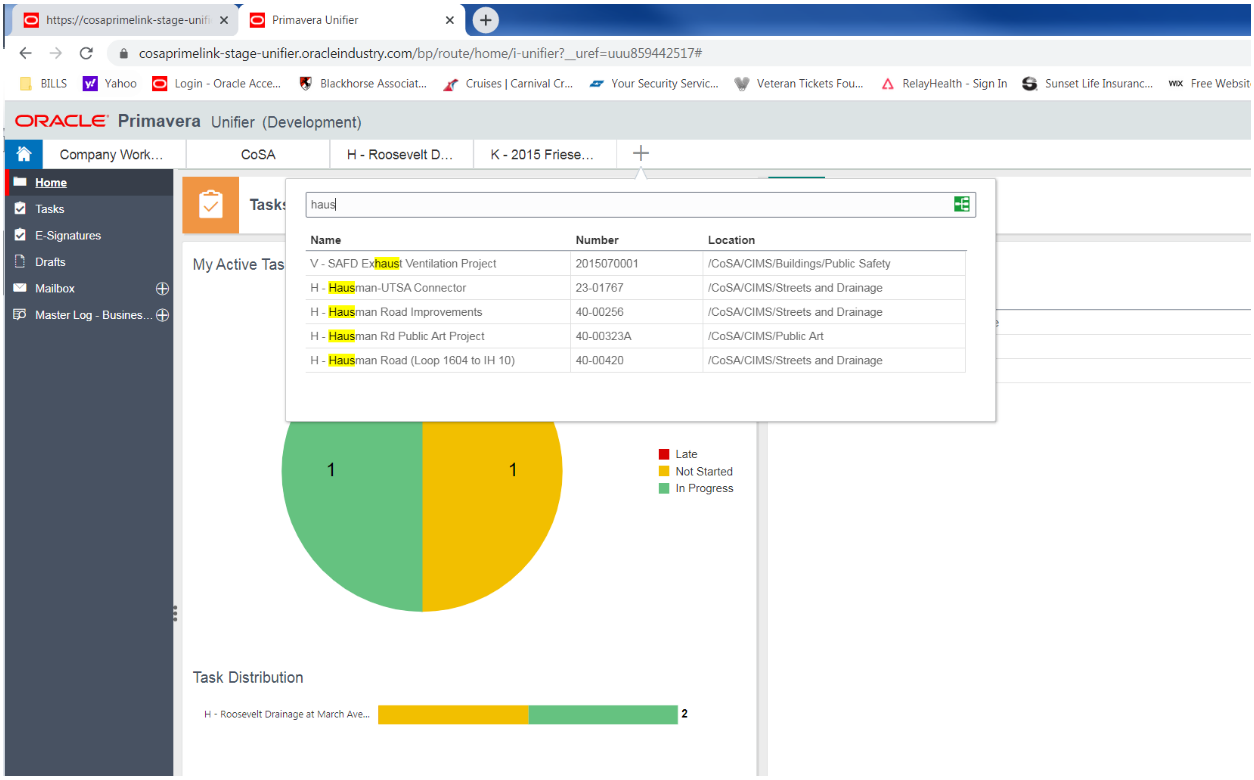
Updated to New User Interface

Feb 7 2020

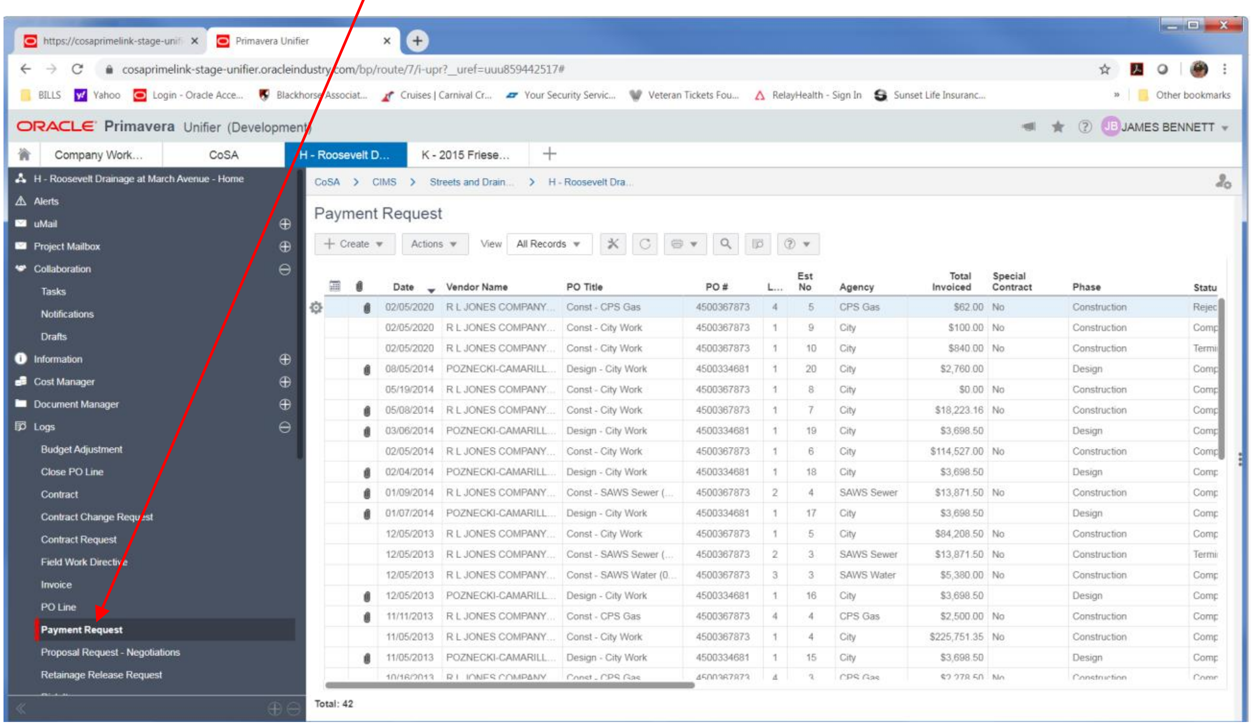
# Table of Contents

# Payment Request

1. After logging into the system, if you do not see your project or On-Call Contract on the tabs
2. Click on the + sign and input either the project number (23-##### or 40-##### or PW-##### or other) or the On-Call Contract's contract number (46000#####) or the project name or On-Call Contracts name




3. Find and click on your either your "On-Call Contract" or "Project".
4. Click on "Logs" then on "Payment Request



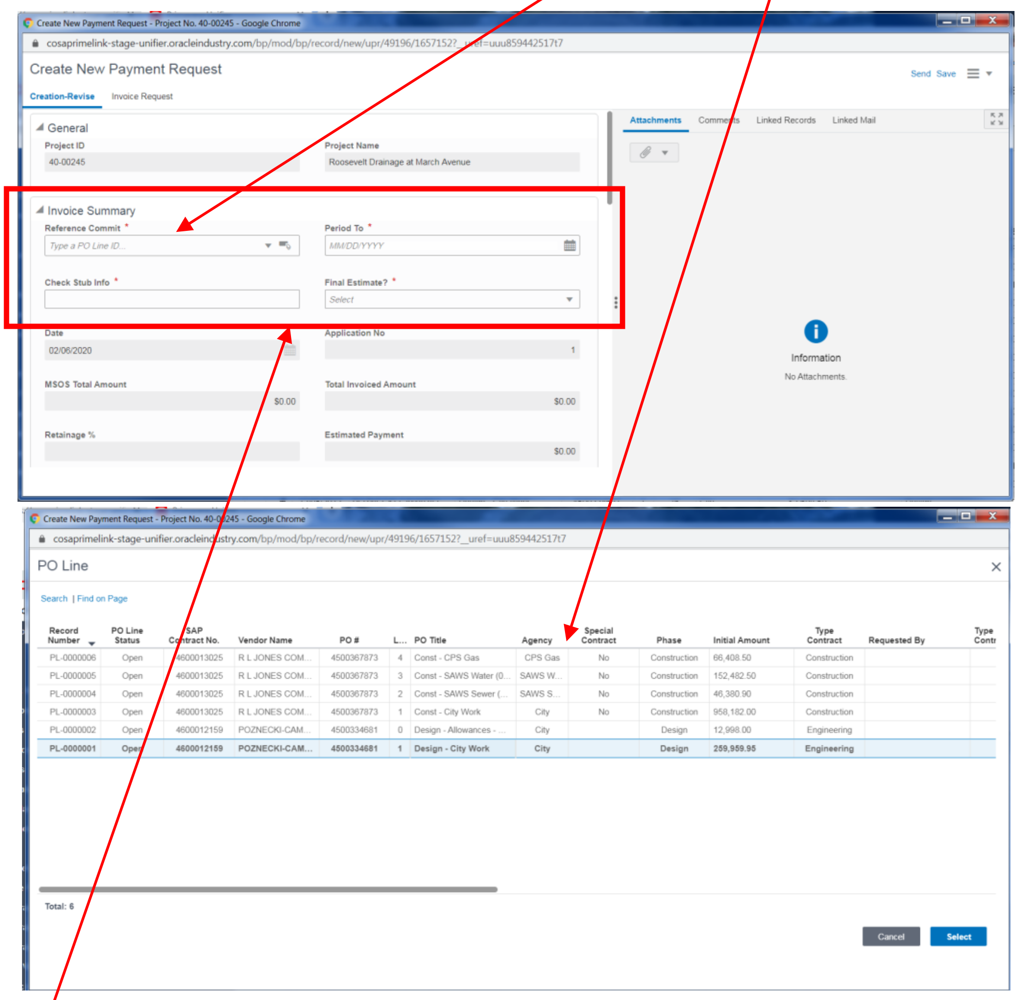
a) On the upper left of the screen, under Payment Request, click on **"Create"** (a pop screen will appear) on the top section of the form (**Creation-Revise**) you must fill out the four (4) items that have red asterisks.

   **a.** Under the **Reference Commit**- click on the "Select" button then find and click on the "**PO Line**" you want to invoice – (City, SAWS Sewer, SAWS Water, CPS)

   **b. "YOU CAN ONLY SELECT ONE OF THESE ITEMS"**

   **c. "DO NOT SELECT ANY BAD or CLOSED ITEM"**

   Click on **"Select"** in the bottom right




b) "**Period To**:" Click on the Calendar Icon and select the date you want.

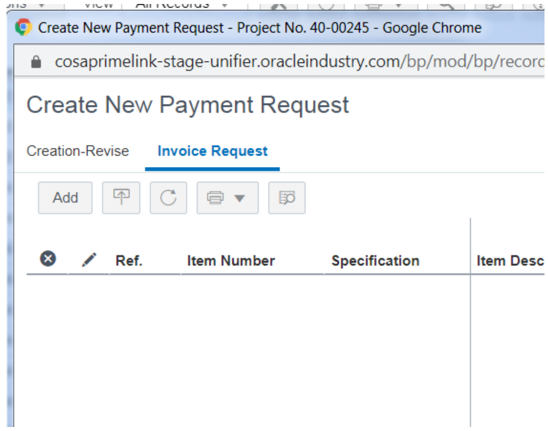
or input the mm/dd/yyyy (ie 02/08/2020) Click on "OK" when you have selected the date.

(It must be at least one day after the previous payment request for this PO Line.)

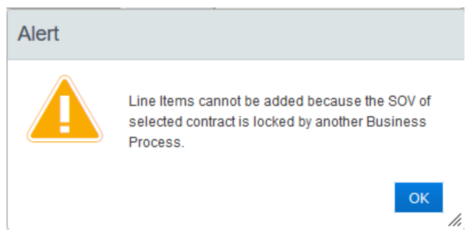
c) "**Final Estimate**" Click on Select and select "No", Click "Yes" if it is your FINAL PAYMENT

d) "**Check Stub Info**:" This item will be imprinted on your check stub or printout that you receive from the City of San Antonio Finance Department. Use your company's internal Invoice number or project name/number for reference purposes.

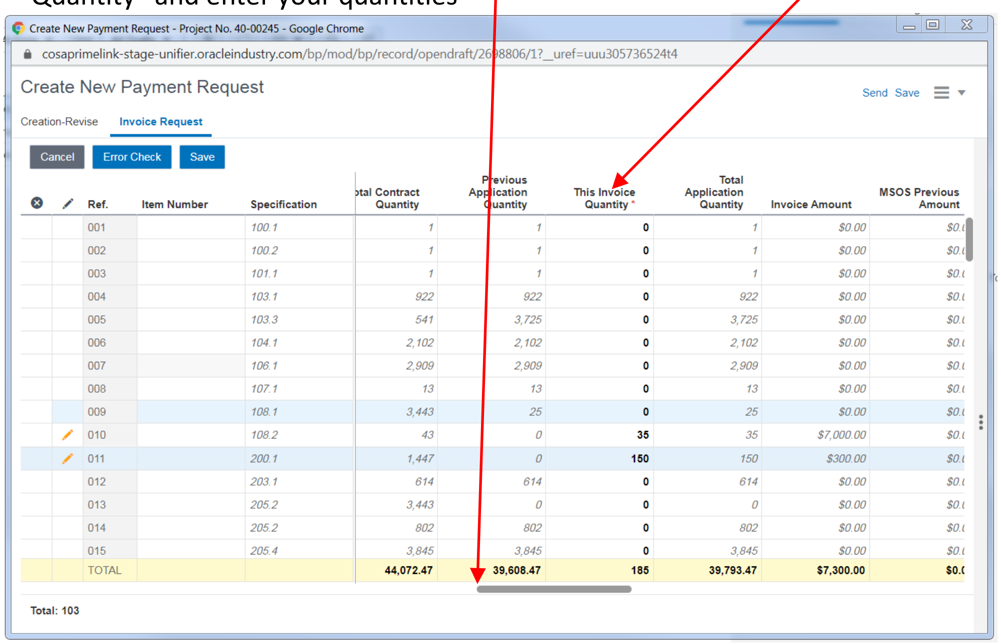
5. Click on the "Invoice Request" Tab




a. At the top, click on "**Add**" (Another page will open!!)
b. If you see this box, STOP you cannot do a payment request until the previous request has completed!!!!!




c. <u>Using the scroll bar on the bottom, scroll to the right</u> until you see "This Invoice Quantity" and enter your quantities




| Ref. | Item Number | Specification | otal Contract Quantity | Previous Application Quantity | This Invoice Quantity * | Total Application Quantity | Invoice Amount | MSOS Previous Amount |
|---|---|---|---|---|---|---|---|---|
| 001 | | 100.1 | 1 | 1 | 0 | 1 | $0.00 | $0.( |
| 002 | | 100.2 | 1 | 1 | 0 | 1 | $0.00 | $0.( |
| 003 | | 101.1 | 1 | 1 | 0 | 1 | $0.00 | $0.( |
| 004 | | 103.1 | 922 | 922 | 0 | 922 | $0.00 | $0.( |
| 005 | | 103.3 | 541 | 3,725 | 0 | 3,725 | $0.00 | $0.( |
| 006 | | 104.1 | 2,102 | 2,102 | 0 | 2,102 | $0.00 | $0.( |
| 007 | | 106.1 | 2,909 | 2,909 | 0 | 2,909 | $0.00 | $0.( |
| 008 | | 107.1 | 13 | 13 | 0 | 13 | $0.00 | $0.( |
| 009 | | 108.1 | 3,443 | 25 | 0 | 25 | $0.00 | $0.( |
| 010 | | 108.2 | 43 | 0 | 35 | 35 | $7,000.00 | $0.( |
| 011 | | 200.1 | 1,447 | 0 | 150 | 150 | $300.00 | $0.( |
| 012 | | 203.1 | 614 | 614 | 0 | 614 | $0.00 | $0.( |
| 013 | | 205.2 | 3,443 | 0 | 0 | 0 | $0.00 | $0.( |
| 014 | | 205.2 | 802 | 802 | 0 | 802 | $0.00 | $0.( |
| 015 | | 205.4 | 3,845 | 3,845 | 0 | 3,845 | $0.00 | $0.( |
| TOTAL | | | 44,072.47 | 39,608.47 | 185 | 39,793.47 | $7,300.00 | $0.( |

d. If you have Materials Stored on Site (MSOS) scroll the bottom bar further right until you see MSOS Current Amount and enter the dollar amount of your MSOS.
e. <u>**You may have more than one page of line items**</u>, just click on the >> at the top to get to the next page or click on the "Display" to increase the lines per page.
f. Once you have complete enter your items, click on 'Save" in the upper left.

**DO NOT CLICK ON THE UPPER RIGHT "Save", THAT WILL ONLY SAVE YOUR DRAFT.**

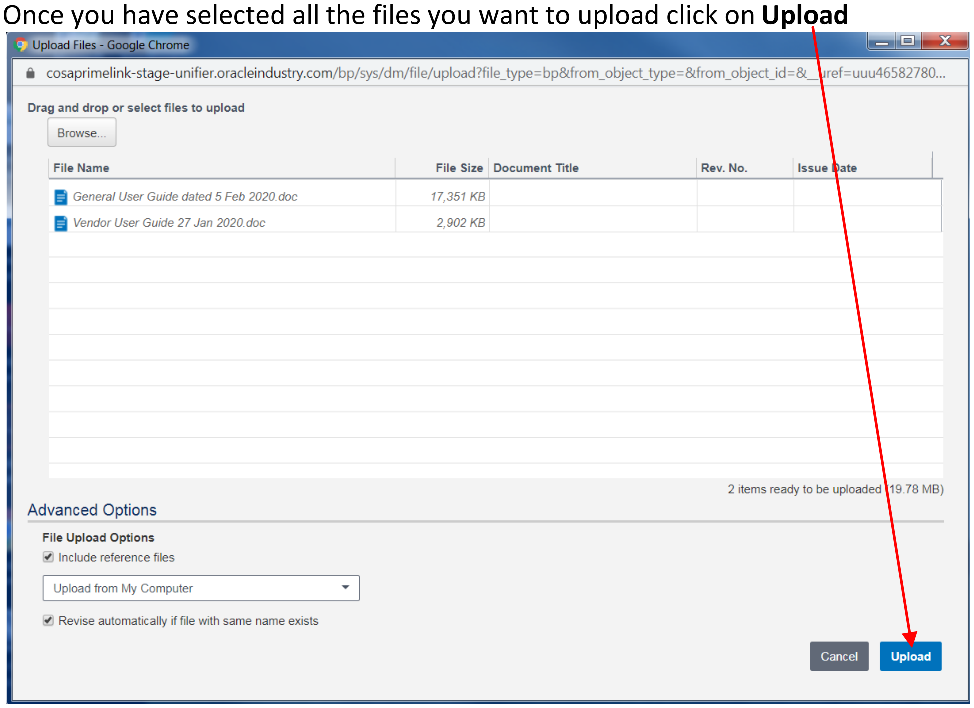
6. **Please Note:** If you need to Attach something to the Payment Request please do the following:

**!!! YOU ONLY NEED TO DO THIS IF YOU HAVE SOMETHING TO ATTACH !!!!**

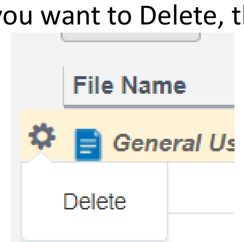
**!**!! IF YOU DO NOT NEED TO ATTACH SOMETHING GO TO **STEP 10 BELOW**!!!

7. To add an attachment
   Click on **Creation-Revise**, then **Edit,**
   then click on the "Paperclip under **Attachment**", then on "**Browse…**"


   a) In the window that opens, click on **Browse**…
   b) Find and select the File or (Holding the Alt Key many File can be uploaded)
      – Click on Upload
   c) If you have other files to upload, click on Browse and do b) again
   d) Once you have selected all the files you want to upload click on **Upload**

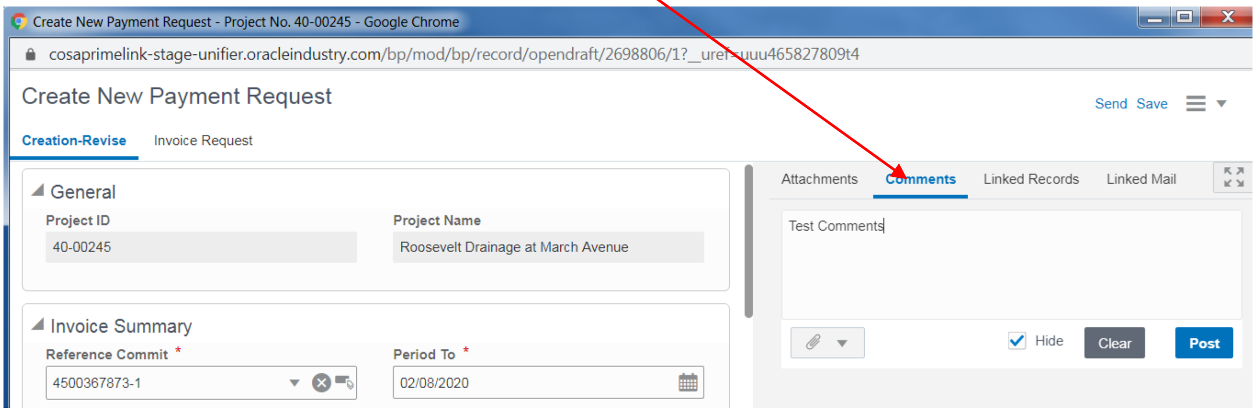



8. Remove attachment
   a) Click on Attachments
   b) Select item you would like to delete
   c) Click on Gear to the left of the item you want to Delete, then on Delete

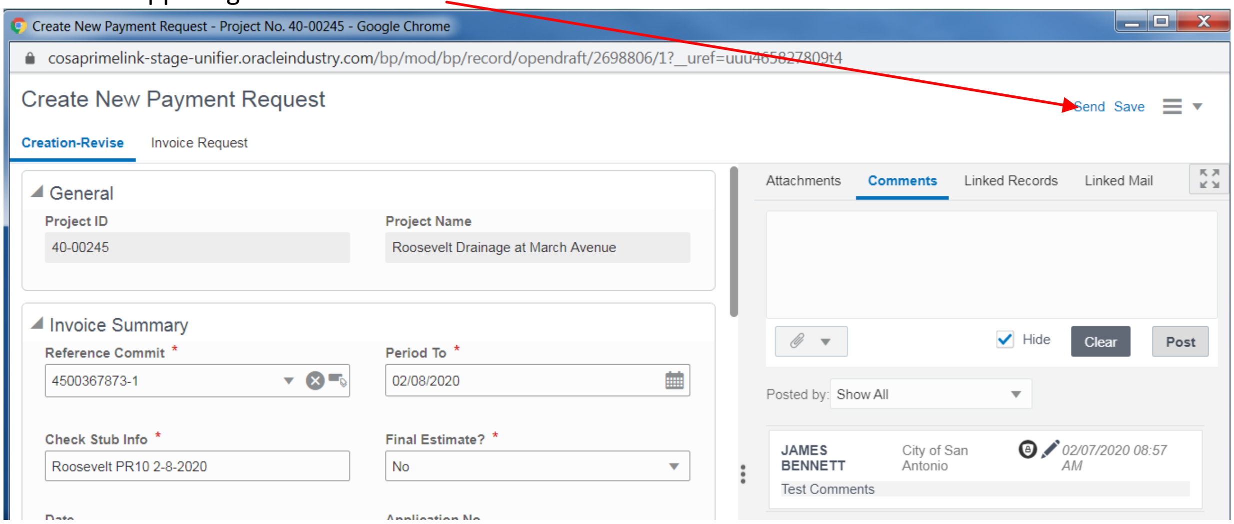


9. If you want to make a Comment, click on “**Comments”** on the Right

   a. Input your comments, you can also add another attachment here, and then click on **“Post”**.

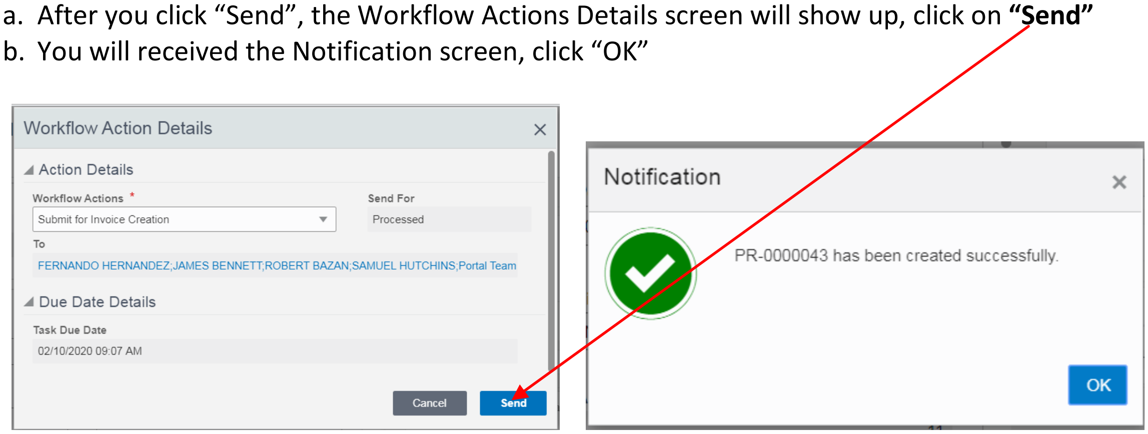



10. At the upper right and click on **Send**

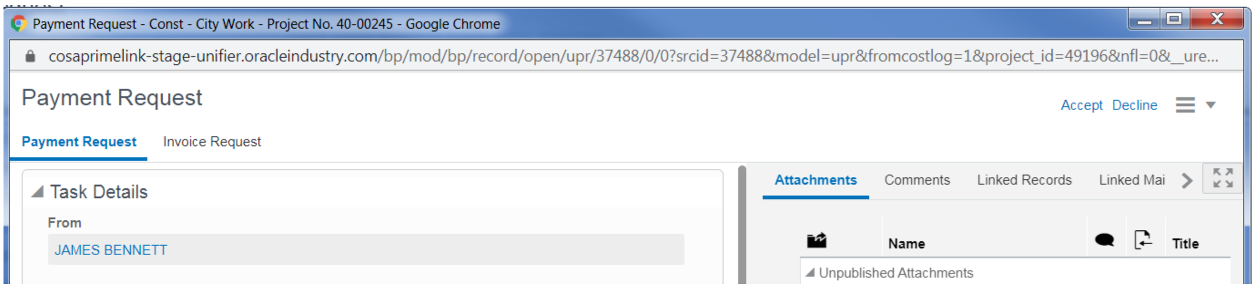



   a. After you click “Send”, the Workflow Actions Details screen will show up, click on **“Send”**

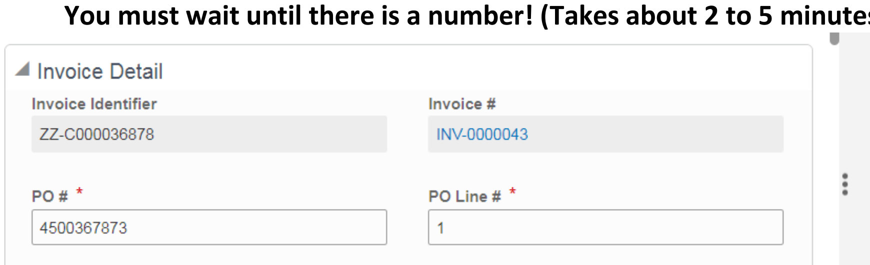
   b. You will received the Notification screen, click “OK”



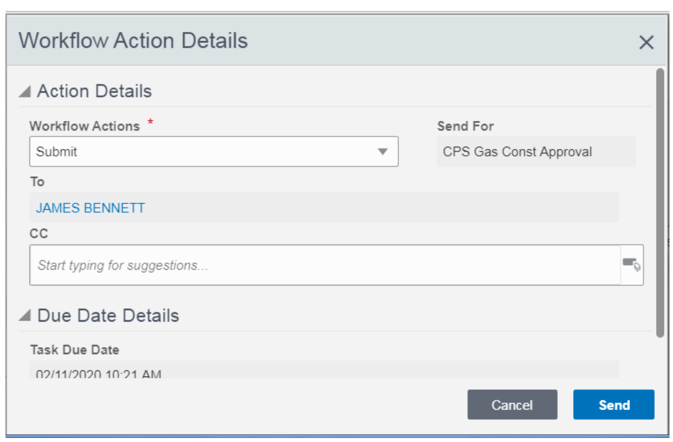
11. Once you have submitted your Payment Request.
    a. Some vendors have a different person approve their Payment Request other vendors the same person that submit the payment request will approve it.
    b. If you receive an email notification requiring your action, click on the link.
    c. To approve your invoice – Double-click on your payment request that you just built.
    d. Click on "Accept Task"




    e. Check that all the amounts (click on Invoice Request) are correct.
    f. **NOTE:** Under "Payment Request" tab, click on Invoice Details and check that "**Invoice #:**" has something in it.
    **(If there is not an "INV-0000000" number, do not approve it)**
    **You must wait until there is a number! (Takes about 2 to 5 minutes)**

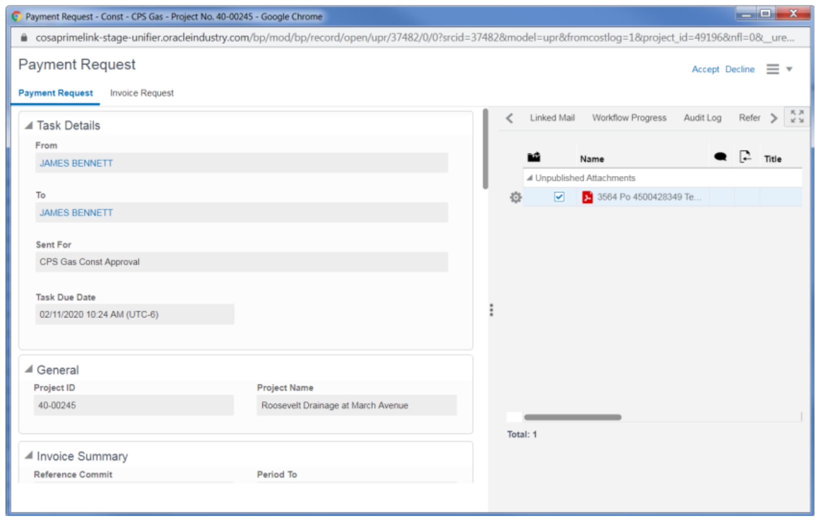



12. If there is an Invoice number, go up to the upper right and click on **Send**.
    a. After you click "Send", the Workflow Actions Details screen will show up,
        - You can use the CC: to copy others who need to see the Payment Request
    b. Click on **"Send"**, your payment request has been submitted for approval.

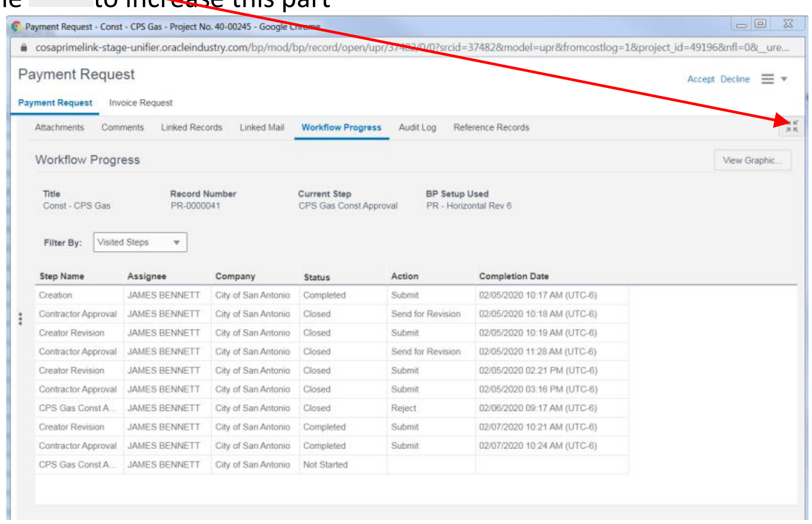


# Checking on the Status of a Payment Request

1. Open your Project or On-Call Contract
2. Select “Logs”,
   - Click on “Payment Request”
3. Under Payment Request – double-click and open the Payment Request you are looking for.




4. On the right side, click on the right arrow to move everything to the left until you see Workflow Progress
   - Click on the  to increase this part




5. You will see the workflow process and who the item is waiting on.
   - If you click on view Graphic you will see the workflow

**Note: If you click on “Audit Log” you can see who has approved or declined the item**

# Schedule of Values – As of Last Completed Pay Request

There is a report that will show all schedule of value line items for a project as of the last completed Payment Request. The report allows the user to select a specific type contract (construction, engineering, architecture, etc.) and the agency (City, SAWS Water, SAWS Sewer, etc.) to be included in the report. ***<u>If a payment request has not completed the workflow, amounts for that payment request will not be in the Schedule of Values.</u>*** You must go to the Payment Request to see those values.

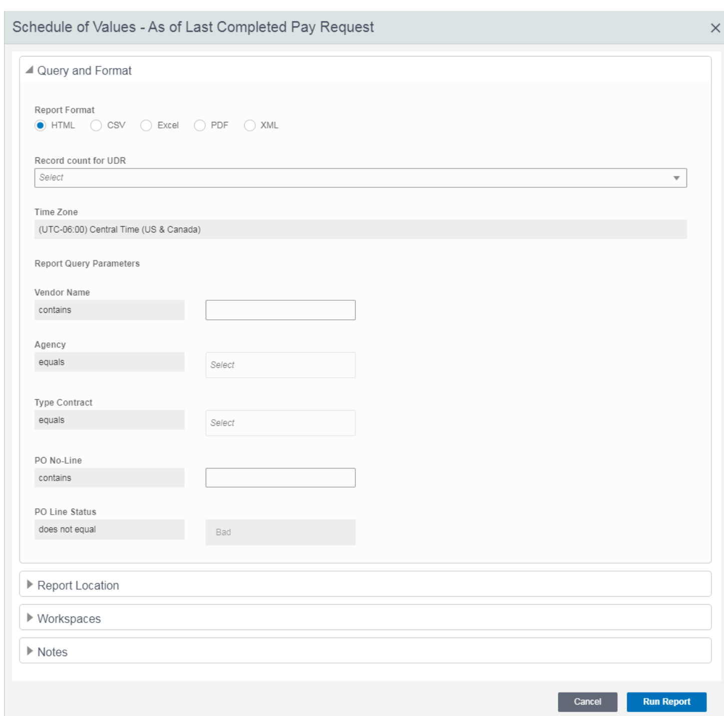
Limitations of the report

- Following fields are not available: Specification Number (100.1, 100.2, etc.) and Unit of Measure (SF, SY, etc.)
- The Unit Prices and Contract Quantities will reflect 0 until the item is partially or completed billed by the Vendor. The schedule of values (dollar amount) is shown.
- The report only shows information in the current project. **It will not show information in other projects when the contract is used on multiple projects.**

How to access the report:

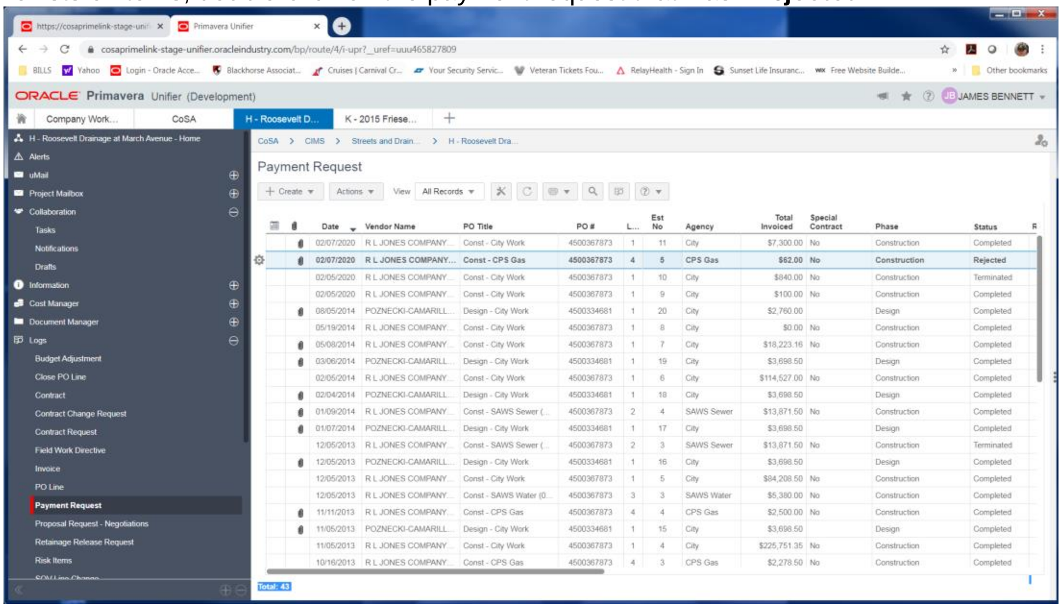
1. **Go to your project!!!!!**
2. Go to the bottom of the menu on the left side of your screen and select “Reports”
3. Select “User-Defined”
4. In the middle of your screen you should see a list of reports. Double click on the “**Schedule of Values – As of Last Completed Pay Request**” report to open it.

- You may use the filters in the center to control the output. **You do not have to!!**
- The output runs best in pdf or csv (for excel) formats.
- If you get nothing on the report and **you used filters**!
    - Remove all the filters and try it.



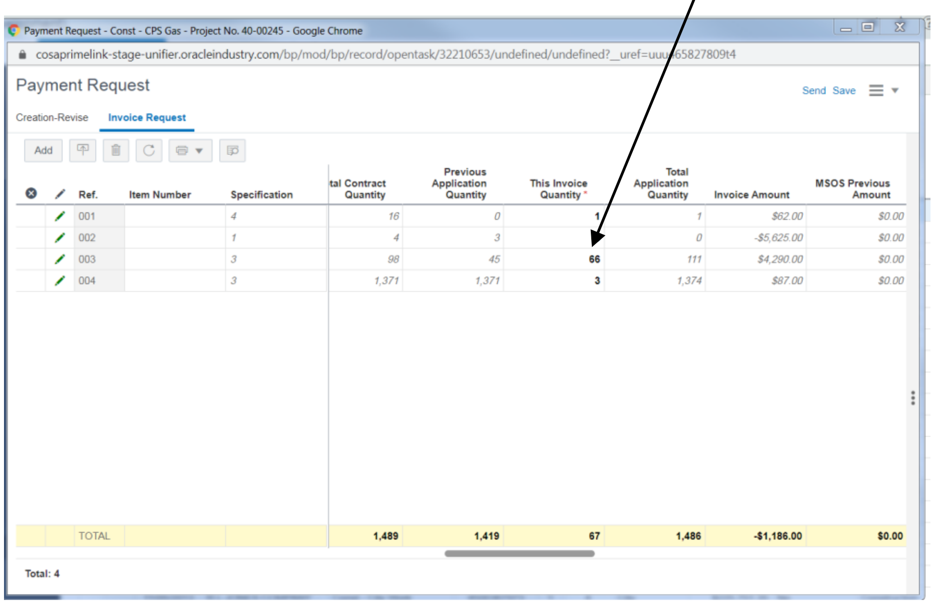
# If Payment Request is Rejected

1. Either under the "HOME" – click on "**Tasks**" or under your project – click on **"Task"**
2. Or on the lists of items, double-click on the payment request that was **"Rejected"**.




3. Click on "**<u>Accept</u>**",
   a. If you need to change an amount, find the item you need to change on the **"Invoice Request"** tab
   b. To change a line amount, click on that line and correct the **"This Invoice Quantity".**

   **<u>Then do Items 9 thru 13 on page 5-8 to resubmit and approve it again.</u>**




4. **NOTE:** If everything on the "**Payment Request Line Item**" is grayed out. Click on the "Workflow Actions" dropdown box in the upper left of the main screen and see if it states "**Creator Revision**" or "**Revise**". If it states one of those, you must click on it then click on "**Send**".
**<u>Then go back to step 1 above</u>**.

## Approve a Task

1. Under **Items Requiring Your Attention** on the Home tab – Select **Tasks**
2. Double-click on a task on your list and review the item
3. In the Upper Right hand corner - click on "**Accept**" or "**Decline**"

(*If you Decline a task – you will receive a dialog box stating: Your name will be removed from this step for this record. Are you sure you want to Decline Task? Click Yes or No*)

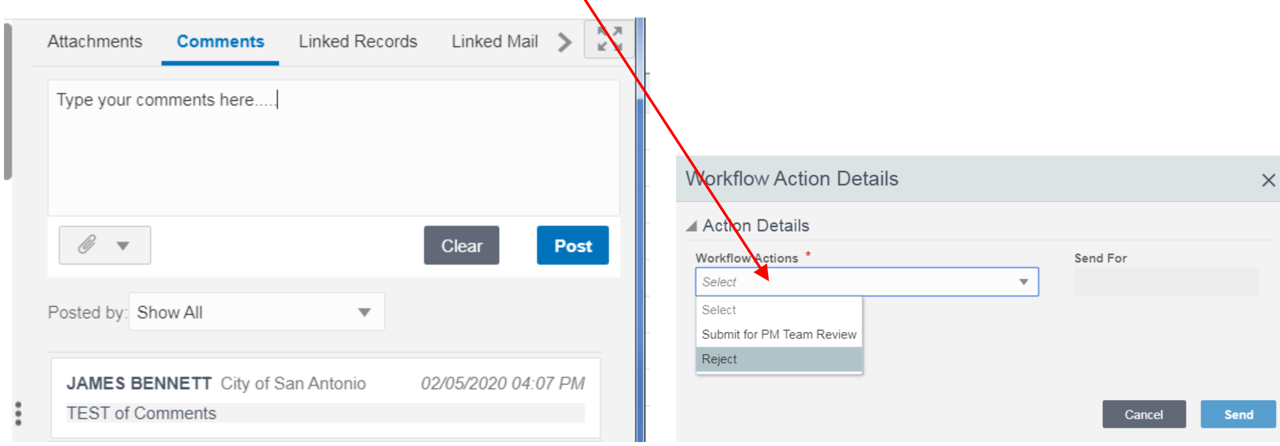
**(Declining a task does not REJECT it, it only means someone else will take care of it.)**

**If you are the only person on the approval, you must either "Approve" or "Reject" the item.**

4. After you review the file and you want to accepted it (You have reviewed the file)
   - Click on **"Send"**
   - Click on Workflow Actions dropdown menu and select one of the items
   - In the lower right corner, click on **"Send"**

## Reject a Task

1. Open the task
2. Click on **"Accept Task" (*<u>DO NOT DECLINE IT</u>*)**
3. On the right side of the screen, click on "**Comments**"
4. Type in the reason you are rejecting the item.
5. You can add an Attachment here now,
6. Click on **"Post"**
7. Click on **"Send"**
8. Under "Workflow Actions", select **"Reject"**
9. Click on **"Send"**

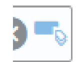


## Start a Proposal Request – Negotiations (PRN) or Field Work Directive (FWD)

Purpose: The Proposal Request and Negotiations (PRN) or Field Work Directive (FWD) are used by the City to request proposals from vendors and for vendors to submit their proposals to the City. **(Change Orders and some Task Order will start at this level)**

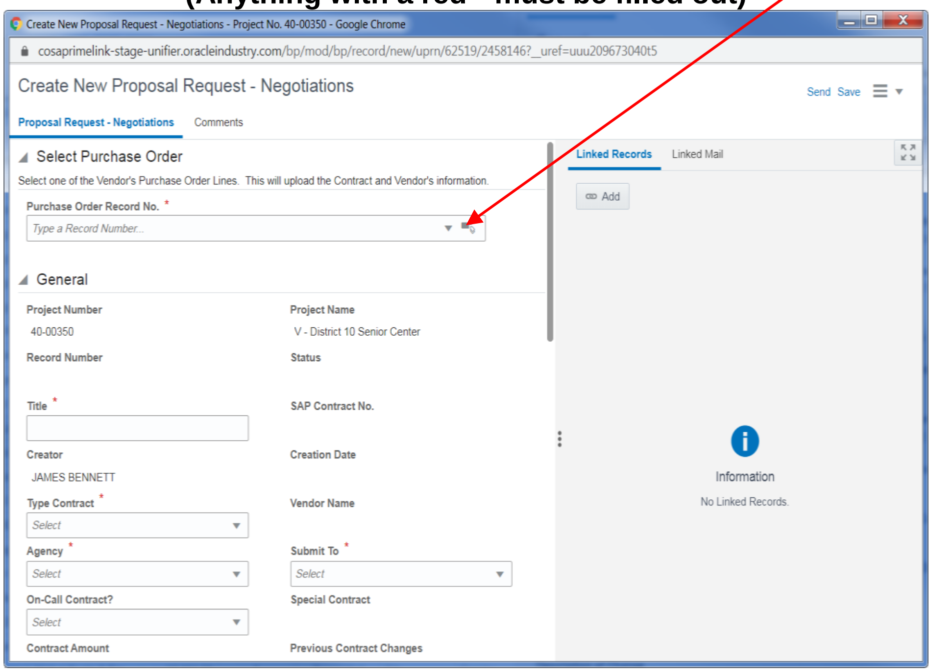
Start a Proposal Request – Negotiations

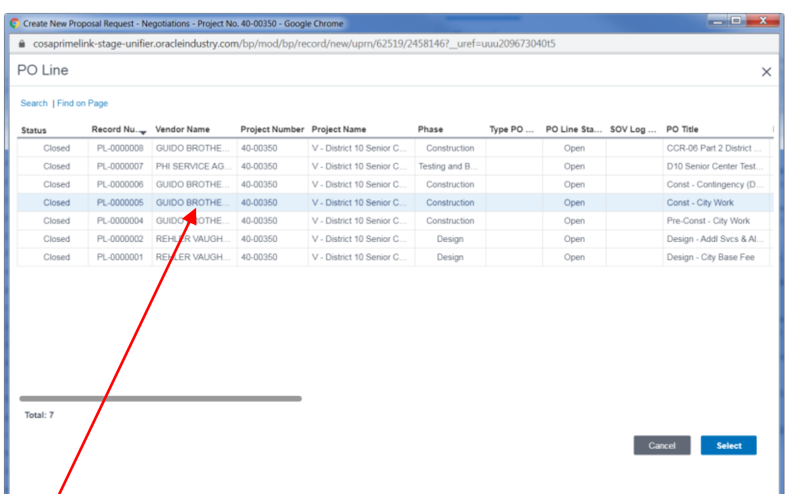
1. **Open your Project**
2. Select "Logs, then click on "Proposal Request –Negotiations", then click on "**Create**"



   a. At the end of the **"Purchase Order Record No".** Click on "Select"

**(Anything with a red * must be filled out)**

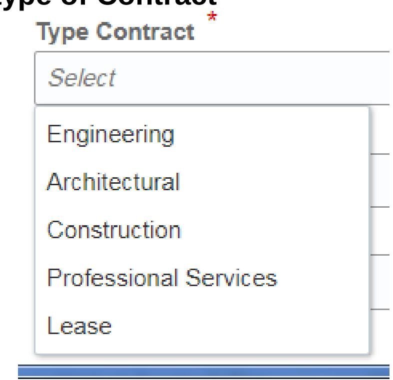


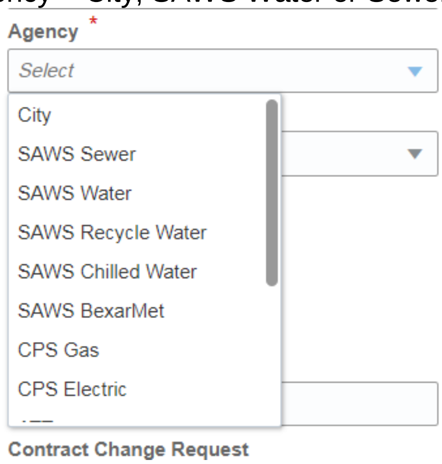

2. Highlight the one you want to use and click on "Select"
   This will upload the Vendor and contract information.

3. **Title:** Input a meaning full title. (What you want to do!!)

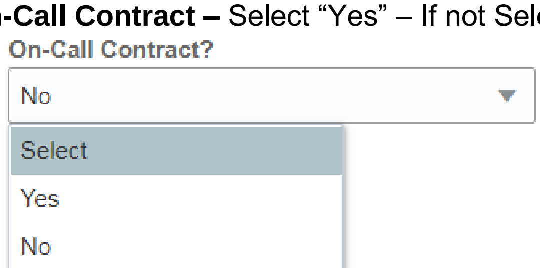
4. **Type of Contract: Click on the type of Contract**



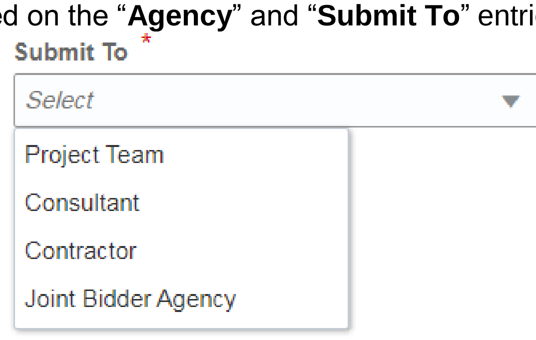

5. **Agency:** Select the proper agency – City, SAWS Water or Sewer, etc



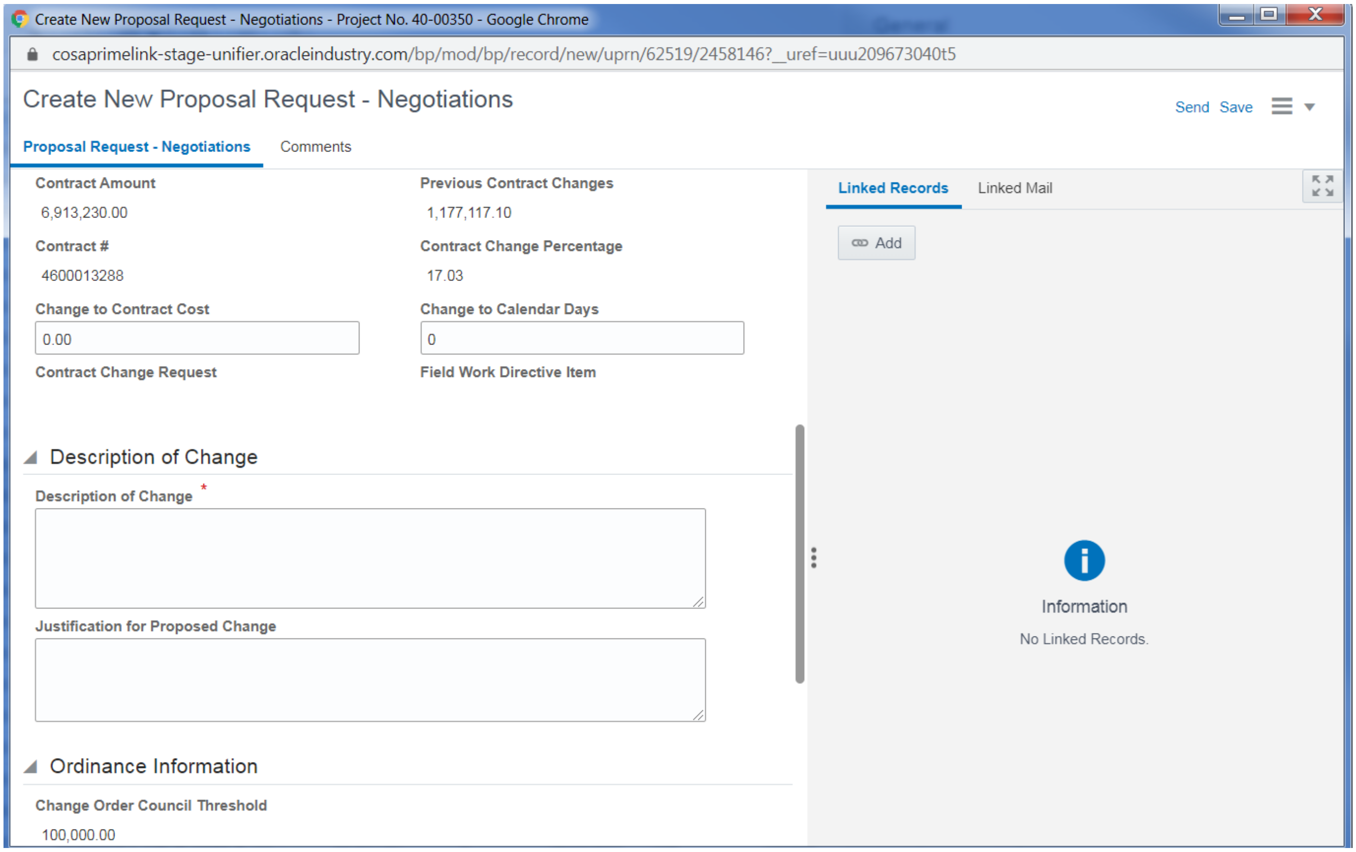

6. **On-Call Contract?: If On-Call Contract –** Select "Yes" – If not Select "No".




7. **Submit To:** Select who you wish to send it to first. The system will send it to the appropriate person based on the "**Agency**" and "**Submit To**" entries.



8. **Change to Contract**: Not required for initial submittal however if the Vendor is submitting a proposal it should be filled out. It is a required field for the Vendor for all future steps.
9. **Change to Calendar Days**: Used for construction. Not required for initial submittal however if the Contractor is submitting a proposal it should be filled out. It is a required field for the Contractor for all future steps. Zero days are a valid entry.




10. **Description of Change**. Explain what is being requested.

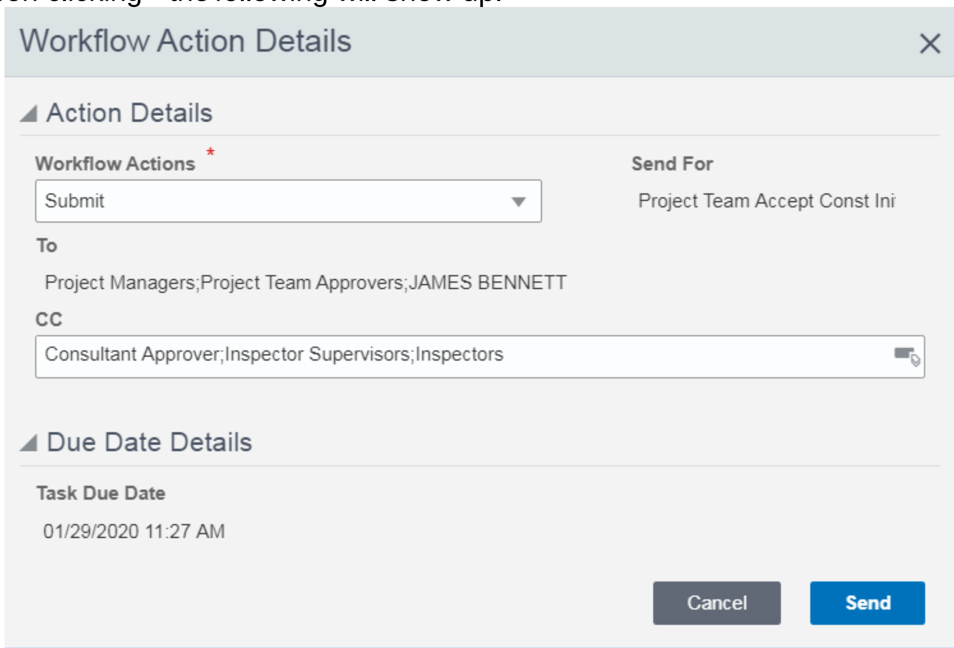
11. **Justification for Proposed Change**. Explain why the requested action is required. This is not required but may be useful when the Contract Change Request is created.

12. Click on the **Comment** tab to place any additional comments in the Comments Tab.

13. Click on Linked Records to add Attachments

14. Click on Linked Emails to add Emails

15. Click on “**Send**” in the upper right corner.
   a. Upon clicking - the following will show up.




- **CC: Copy Furnish**. The program is setup to copy furnish select people when the PRN is submitted. You may add additional personnel by selecting the CC Select  button at the end.
- **Task Due Date**.

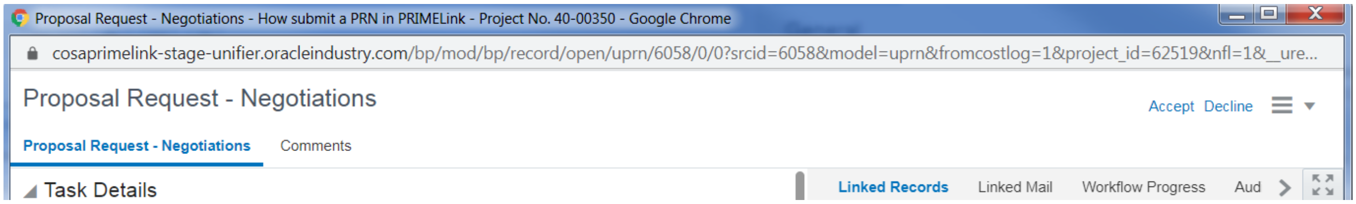
16. Other Special Functions

- **Changing Cost and Days**. On all workflow steps after creation only the Vendor can change the cost and day fields.
- **Cancel PRN**. Only the Project Team can cancel a PRN.
- **Other Reviewers Step**. Allows the Project Team to send the PRN to anyone on the project for review. The Other Reviewer can only send the PRN back to the person that sent it to them.
- **Attachments**. All attachments and many of the fields will be copied over to the Contract Change Request and Field Work Directive when they are auto-created. The Project Team has the option to remove attachments from the Contract Change Request or Field Work Directive when they finalize them.
- **Viewing Previous Comments**. You will not be able to see previous comments once you accept the task. Select the hyper link in the Action Details to see the previous comments.

17. Ok the PRN has been send to you and others.

   a. To do anything on the PRN, you need to **Accept** it. (Upper Right Corner)

   b. If you will not be working on it, please click on **Decline**.




18. The **Contract Change Request** or **Field Work Directive (FWD)** can only be started by the PM Team.

- If needed you can cancel the PRN from Here.
- The PRN can be send to the Consultant, Contractor or Other Reviewers from here.
- If you select **Project Team Accept** – The Contract Change Order process will start
- If you select **Initiate Field Work Directive** – The Field Work Directive will start

**See Page 15**

- If you select **To Consultant Review**, or **To Contractor Review** – the PRN will be send to whoever is assigned to the project as the Consultant or Contractor. You can also CC it to others

If you select To Others Review – you will need to select who should review it.

See Figure 2

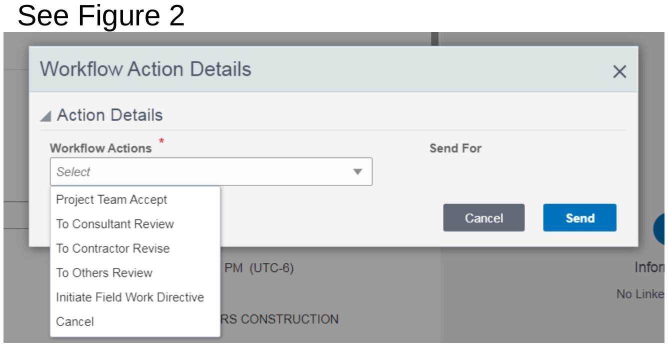



Figure 1

For To Others Review –

Click on the  at the end of the line and select who you want to review the PRN. Then click on Select

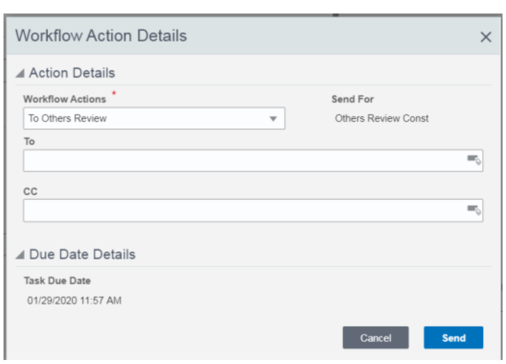
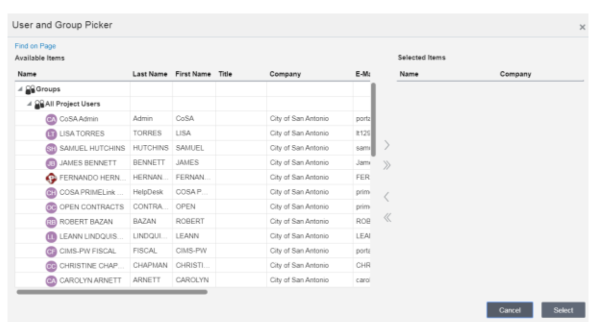


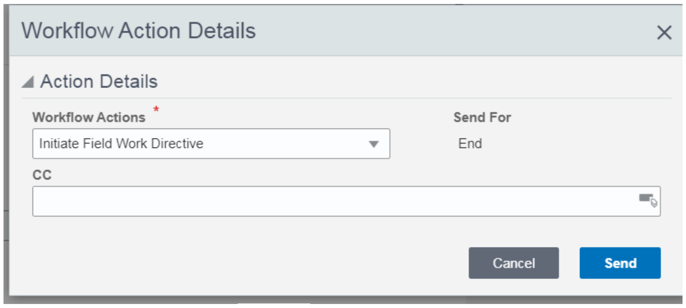

Figure 2



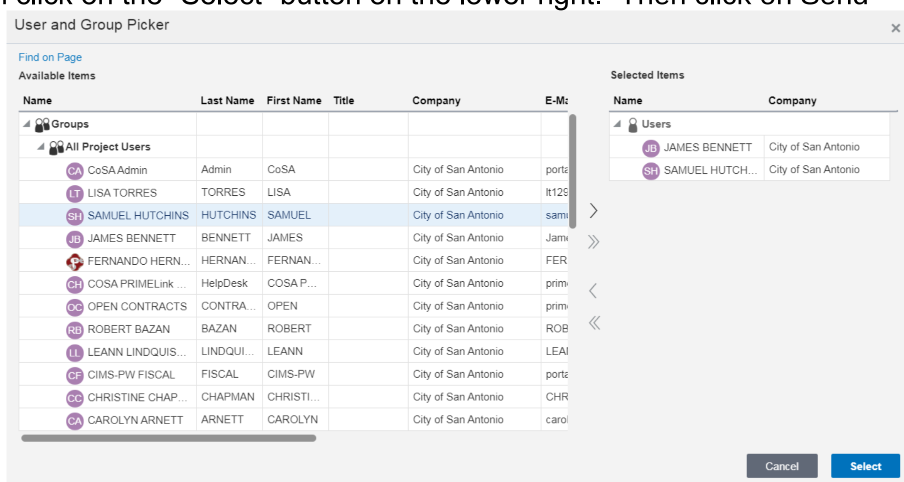

19. Responses to PRNs will be done using the **Approve or Reject a Task**. See Page 6

## If a Field Work Directive has been Issued

1. During the PRN a Field Work Directive needs to be started
    a. During the PRN, you are at the “Send” process, select Initiate Field Word Directive
    b. Click on CC to send the FWD to the contractor for their input




Click on the Select button at the end and add the needed personnel by highlighting them then clicking on the > button on the right
Then click on the “Select” button on the lower right. Then click on Send




1. If the FWD is **issued** – a **Unifier Task email** will be sent to the contractor for the contractor to acknowledge that is has received the FWD. The contractor needs to understand that the “**Contractor Acknowledgement”** step does not constitute agreement with the FWD nor does failure to process the document in PRIMELink relieve the Contractor from the responsibility to comply with the FWD. The Contractor’s failure to process the document in PRIMELink will prevent the FWD from being added to the Payment Request and the Contractor will not be able to submit any invoices for this work.

2. Once the Contractor approves the FWD, a Unifier Task email will be sent to the PRIMELink Helpdesk and they will add the FWD to the payment request.

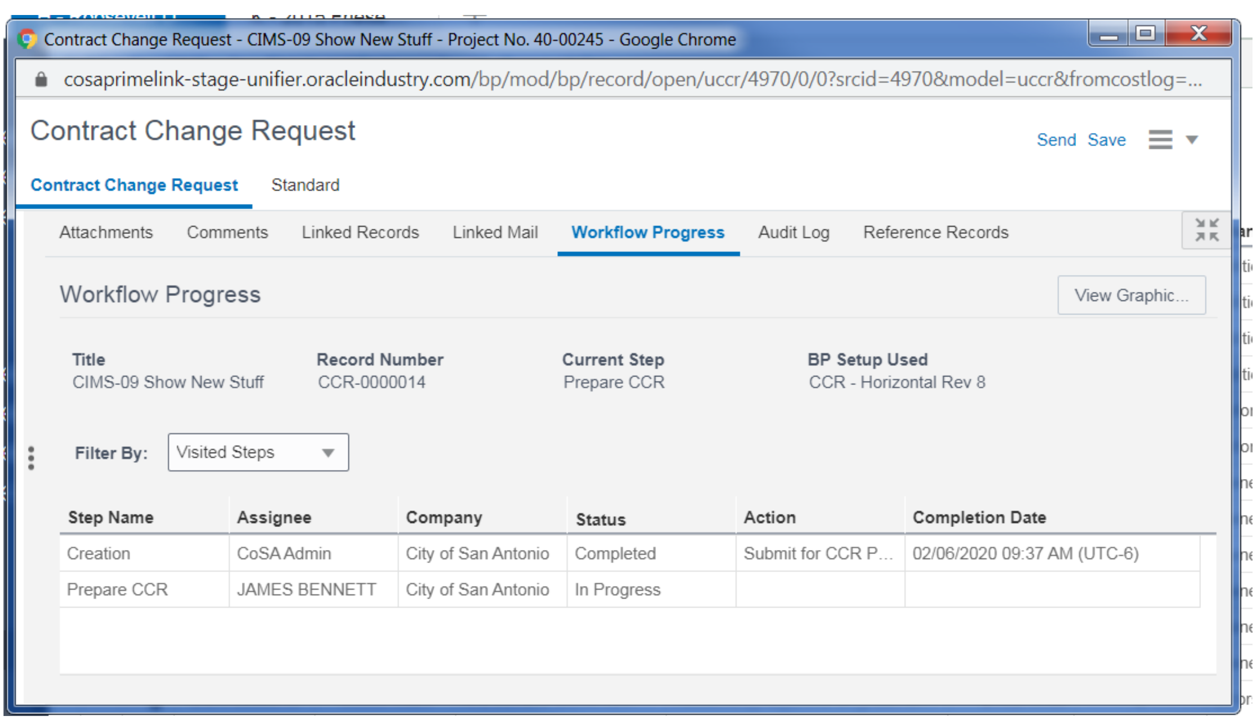
**(Field Work Directive (FWD)** in accordance with the construction contract allows the City, when unable to reach an agreement with the Contractor, to unilaterally direct the Contractor to do the work for a Not-to-Exceed amount. The Contractor must track time and materials to justify invoicing for this work.)

**Checking on the Status of a Task Orders or Contract Change Request**

NOTE: Contract change request replace amendments, change orders and task orders within the projects. Task orders are still used for On-Call Contracts.

1. Open your Project or On-Call Contract
2. Select “Logs”,
    - On-Call Contracts - click on “Task Order”
    - Projects – click on “Contract Change Request”
3. On the right side – select the Task Order or Change Request you are inquiring
4. On the right side, click on the right arrow to move everything to the left until you see Workflow Progress
    - Click on the  to increase this part
5. You will see the workflow process and who the item is waiting on.
    - If you click on view Graphic you will see the workflow

Note: If you click on the Menu Bar’s “View” and then “Audit Log” you can see who has approved or rejected the item.



# Creating a Request for Information (RFI)

1. Click "**Collaboration BPs**"
2. Click on "**RFIs**"
3. Complete the "**Shell Information**"
4. Complete the "**Action Request**"
5. Complete the "**Cost and Schedule Information**"
6. To add Attachments, click on **Linked Records** or **Linked Mail** and add if needed
7. Click on Send (in the upper right)
   a. See Figure 2
8. Select a **Workflow Actions**
9. Then to select who to CC

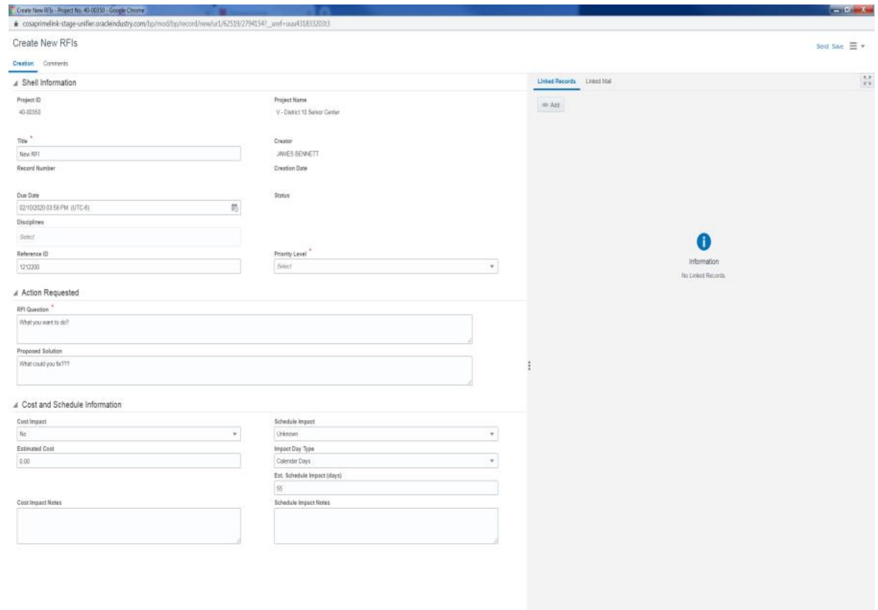


Figure 1

10. Click on the  at the end of the line and select who you want to review the RFI
11. Click on "Select"
12. Click Send
13. Notification of RFI sent

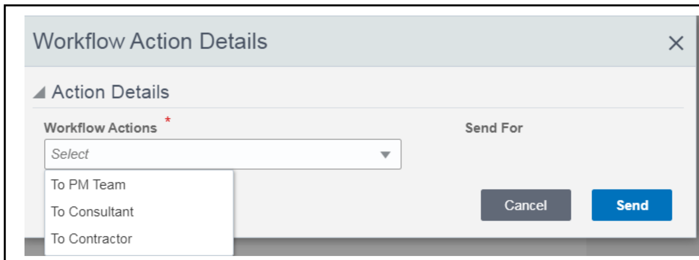



Figure 2

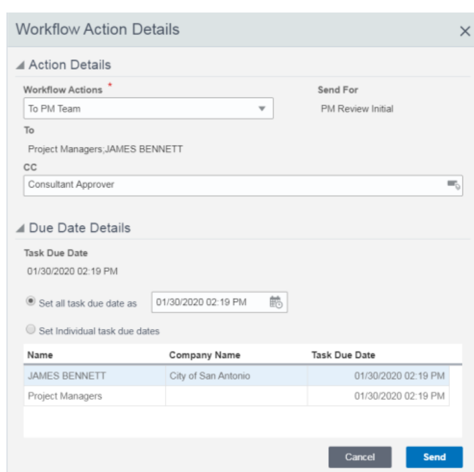



Figure 3

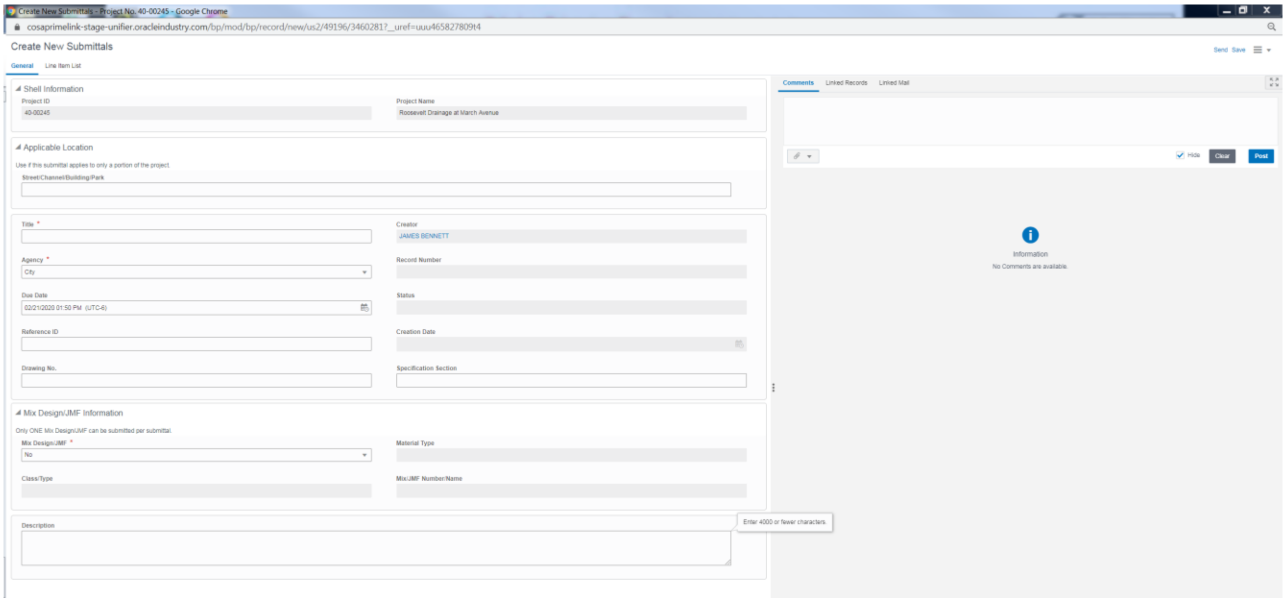
## RFI Response

You will receive an email that an RFI requires your review and it will contain a link

1. Click on the Task that will open up the RFI
2. Click on Accept Task
3. Open the Upper Form (RFI)
4. Select collaboration to provide your comments
5. Scroll to the bottom and Type in your Approved Response
    - Only if you are the consultant or PM team and you are providing the final response.
6. Select a Workflow Action
7. Click on Send

# Creating a Submittal

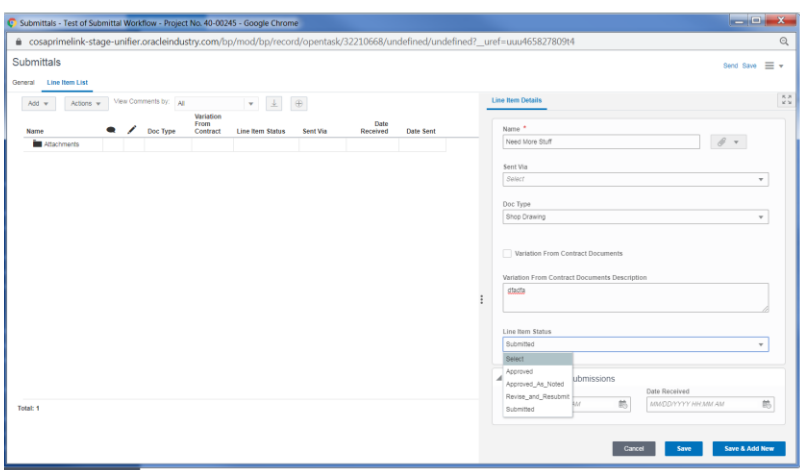
1. Open your project and click on "Logs
2. Click on "Submittals"
3. Click on "Create"




4. On the General Tab, complete the Applicable Location section

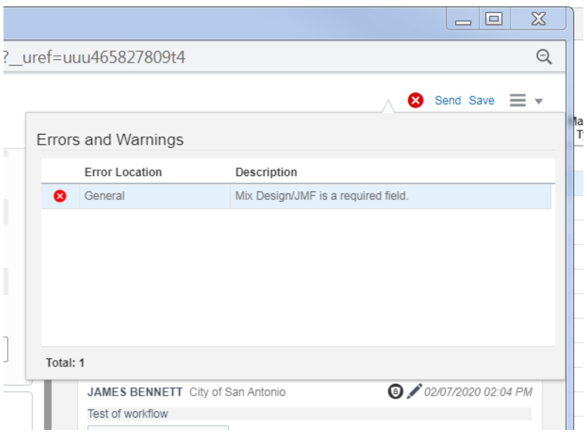
**(Anything with a red * must be filled out)**

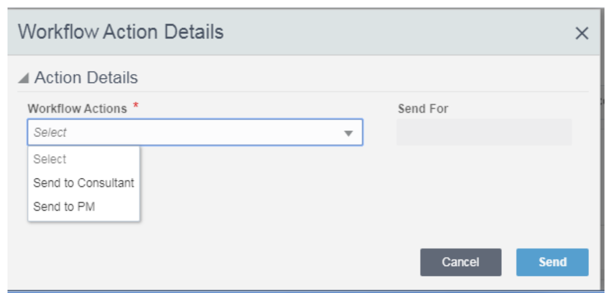
5. Complete the Mix Design/JMF Information section
6. Fill out the Description section
7. Click on the Line Items Tab,
    a. if you need to add any Line Items, click on "Add"
    b. Do not forget to select the Line Item Status item
    c. Fill in the items on the right, click on "Save & Add New" if need or click on "Save"



8. Click on General Tab and Go to the right side and fill out the Comments section
    - You can add an attachment here.
    - Then click on "Post"'

9. Once everything is filled out, click on "Send" in upper right.
    a. If there is a problem an error statement will show up, if it does fix the project
    b. If no problem, Workflow Action Details screen will show up.
    c. Select Workflow Action and click on "Send"
    d. If you want to CC you can fill out the CC then click on "Send"

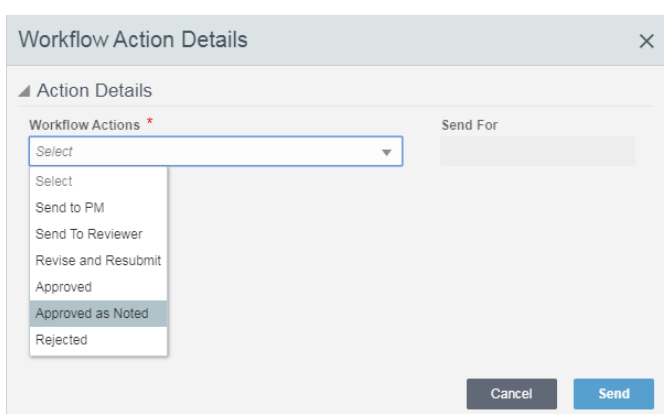



## Submittal Response

You will receive an email that a submittal requires your review and it will contain a link

1. Click on the link and it will open up the submittal
2. Click on "Accept"
3. Open the General Form tab and review information
4. Open the Line Item List tab and review informatioin
5. Open the Attachment and/or make Comments
6. Under the field: Line Item Status you are able to provide status
7. Select a Workflow Action




8. Click on Send